

EMPLOYMENT MANAGER

NATURE OF WORK

This is administrative and supervisory work coordinating the activities of the Employment Division of the City-County Personnel Department.

Work involves responsibility for performing advanced personnel work involving the development of policies and procedures related to employee recruitment and selection. Work also includes developing policies and implementing the City and County Employee Assistance Program, the Drug and Alcohol Testing Program, the Mayor's Award of Excellence Program and the CDL Third Party Examiner's Program. An employee in this classification is also responsible for recommending new, and interpreting existing, personnel policies, rules and regulations. Work is performed with considerable independence and is reviewed by the Personnel Director through conferences and results achieved. Supervision is exercised over paraprofessional and clerical employees.

EXAMPLES OF WORK PERFORMED

Supervises and coordinates the activities of the Employment Division.

Interprets the rules, policies, practices and labor contracts to departmental officials, employees, professional groups and the public; confers with departmental officials regarding personnel/employment related needs and problems; evaluates suggested policies offered by departments and employees.

Assists the Personnel Director in employee and public relations programs and in the establishment of standards, procedures, forms and regulations relative to the Employment Division; develops and recommends new methods and procedures for improving the quality and efficiency of these activities.

Administers the City and County Employee Assistance Program, Drug and Alcohol Testing Program, Mayor's Award of Excellence Program and the CDL Third Party Examiner's Program.

Develops and conducts training programs relating to management and supervision, interviewing and selection, affirmative action, drug and alcohol abuse and other related topics.

Monitors and analyzes employment practices in accordance with the affirmative action plan objectives and equal employment practices; investigates and researches discrimination charges; assists

in the dissemination of Affirmative Action and Equal Employment Opportunity information; compiles and submits EEO-4 report and other documents to appropriate agencies.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the principles and practices of personnel administration including the Uniform Guidelines on Employee Selection Procedures, civil rights legislation and other appropriate federal, state and local laws and regulations pertaining to personnel administration.

Considerable knowledge of the merit principles and their application to employee selection and promotion procedures.

Considerable knowledge of the organization of City and County government and of the types and content of the wide variety of positions utilized.

Considerable knowledge of the principles of supervision, organization and administration.

Knowledge of current trends, developments and modern techniques in the field of recruitment and employment.

Knowledge of statistical methods and concepts as they apply to recruitment, selection, testing and affirmative action.

Ability to make professional and administrative decisions within the framework of overall department policy.

Ability to present ideas clearly and concisely both orally and in writing.

Ability to coordinate, assign and evaluate the work of the paraprofessional and clerical employees.

Ability to establish and maintain effective working relationships with subordinates, City-County officials, employees, representatives of other agencies, and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in personnel, public or business administration, or related field and considerable experience coordinating the employment activities in a centralized personnel department at the municipal level of government. An accredited master's degree in an appropriate field may be substituted for a proportionate amount of experience requirements.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent supplemented by college level course work in personnel, public or business administration, or related field and experience in the recruitment, evaluation and placement of job applicants; or any equivalent combination of training and experience which provides the desirable knowledges, abilities, and skills.

Approved by: _____
Personnel Director

8/90
Revised 10/95

PS0616